



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0357
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Maintenance Worker Leader
WL-4749-07

Promotion Potential: WG-07

Employment Type: Full-time - Permanent

Grade and Salary Range:
WL-07 \$19.51 - \$22.76 Per Hour

Location of Position:
USDA, ARS, Research Facilities Services, Building
Maintenance Branch, Beltsville, Maryland

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: September 19, 2005

Closing Date: Open Until Filled – First cut-off date will be October 11th with subsequent cut-off dates every three weeks

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at www.ba.ars.usda.gov

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

The incumbent serves as Worker Leader to six WG-7 Maintenance Workers in the areas of plumbing/pipefitting, painting, carpentry, electrical work, and plastering. Assigns work,, provides technical guidance, demonstrates proper work methods, serves as liaison between problems that surface and the supervisor., and checks work in progress and upon completion. Ensures safety rules are followed. The incumbent will also perform the following duties: the less than journeyman plumbing/pipefitting work concerned with the more routine inspection, maintenance and repair to water, sewer, air, gas, vacuum and heating systems, sets and adjusts die to cutter or threader, and measures, cuts, and threads lengths of pipe by hand or power machine. Removes, assembles, lays, or hangs pipe to proper pitch, in accordance with instructions from a higher-graded plumber or pipefitter. Performs the less difficult inspection, repair and maintenance tasks such as soldering of copper piping; cutting, threading and gluing polyvinylchloride (PVC) plastic piping for distilled water and Breezo systems; and performing preventive maintenance on stills, sterilizers, autoclaves and other equipment. Maintains, repairs, or replaces insulating materials such as rigid fiberglass boards and fiberglass blankets or batts on duct work. Applies materials for scratch coat, brown coat, and finish coat. May install drywall and tape joints to produce a smooth wall surface. Performs painting and refinishing of a variety of interior and exterior surfaces. Accomplishes coating work by any of the accepted methods of the trade such as rolling, brushing, or spraying. Performs general carpentry work by measuring, cutting and installing wood, wood products, and related construction materials. Assists in the construction and repair of various items, including wooden building structures. Inspects, maintains and repairs bad switches, relays and outlets by unscrewing or cutting wiring from connections, inserting the replacement, and splicing, tightening and soldering wiring to connections. Performs routine maintenance and repair on plastering and drywall tasks.

Working Conditions and Other Considerations:

Works inside and outside of buildings in all types of weather. Work is performed in ducts, attic crawl spaces and sometimes under extremes of temperature. Subject to danger of falling from ladders, scaffolds, and through floor openings and is subject to cuts, bruises, burns, dust, dirt, noise, exposure of paint fumes, irritaion of eyes, skin and respiratory tract from sanding and dusting surfaces.

Hours of Work: In general this position is scheduled to work Monday through Friday on a day-time schedule. You may be required to report for duty during emergencies, critical periods or when the government is closed due to inclement weather or other reasons.

CERTIFICATIONS AND/OR LICENSES:

Applicant must possess (or be able to obtain within 60 days of your appointment) and maintain a valid State Commerical Driver's License, Class B or higher.

Physical Requirements:

Works from ladders and scaffolding, and platforms at heights up to 60 feet. Frequently lifts parts and/or equipment that may weigh up to 90 pounds.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

1. Ability to Lead or Supervise (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)
2. Knowledge of equipment assembly, installation and repair, etc.
3. Technical Practices (theoretical, precise, artistic)
4. Ability to interpret instructions, specifications, etc., (includes blueprint reading)
5. Ability to use and maintain tools and equipment
6. Knowledge of materials

SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
MAINTENANCE WORKER LEADER
WL-4749-07
ANNOUNCEMENT NUMBER: ARS-X5E-0357

***Note to applicant:** Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work assignment.*

- 1.** Ability to lead or supervise. (This is the screen-out element. Applicants who are not rated satisfactorily on the screen-out element will not be rated on the remaining elements.)

1a. Please indicate the types of leadership experiences you have had in trades work. Check all that apply.

- ☐ Have had no leadership skills
- ☐ Provided technical leadership to teams in work lasting up to 1 month
- ☐ Have lead team in work lasting longer than 1 month
- ☐ Have held a lead position on a maintenance team
- ☐ Other leadership experience not covered above (Please describe)

2a. Place a check next to any of the following types of experiences you have had. Check all that apply.

- ☐ setting the pace for other workers
- ☐ demonstrating proper work methods
- ☐ answering questions regarding policies and procedures
- ☐ reviewing the work of others
- ☐ establishing work priorities
- ☐ approving/disapproving leave
- ☐ reporting work status and/or possible work delays to supervisor
- ☐ providing technical guidance
- ☐ other (please specify)

1c. Have you provided technical guidance for a team in any of the following trades? Check all that apply.

- ☐ Carpentry
- ☐ Roofing
- ☐ Electrical

____Plastering

____Plumbing/pipefitting

2. Knowledge of equipment assembly, installation and repair, etc.

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

Carpentry

1 = Some training, no experience

2 = Perform task under close supervision

3 = Perform task using own initiative and judgment

4 = Journeyman/expert with extensive experience

____ Plan, measure for, and construct items such as shelves, bins, platforms, frames, ceilings etc.

____ Make necessary repairs and replacement of doors, wall siding, frames and sashes, etc.

____ Repair and replace studs, joists, corner posts, shingles, clapboards and patches floors.

____ Repair or replace baseboards, stairs, railings, etc.

____ Layout, measure, and cut pine, oak, plywood, or other wood products or sheet rock.

Check the following tools you have used.

____ Band or scroll saw

____ Drill press

____ Drills

____ Glue guns

____ Hammer

____ Hand saw

____ Measuring tape

____ Metal shears

____ Miter

____ Power nailers and fasteners

____ Power sanders

____ Radial saw

____ Routers

____ Screw guns

____ Screwdrivers

____ Other tools (please list)

Plumbing

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1 = Some training, no experience

2 = Perform task under close supervision

3 = Perform task using own initiative and judgment

4 = Journeyman/expert with extensive experience

- _____ Remove, clean, reinstall or replace joints and fixtures such as traps, faucets and unions.
- _____ Measure, cut, bend and thread pipe
- _____ Install couplings, unions and joints

Check the following tools you have used.

- _____ Closet auger
- _____ Cutters
- _____ Divider
- _____ Hacksaw
- _____ Hand pipe threader
- _____ Hydrostatic pump
- _____ Lead pump
- _____ Packing and/or caulking irons
- _____ Pipe wrenches
- _____ Plumb bob
- _____ Power pipe threader
- _____ Other tools (please list)

Pipefitting

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

- _____ Perform maintenance and repair to water and steam systems.
- _____ Clean and rebuild steam traps

- _____ Install, modify and repair new and existing high-pressure piping systems
- _____ Install, repair or replace insulating material on duct work.
- _____ Solder copper piping

Check which of the following you have used.

- _____ stocks and dies
- _____ cutters
- _____ threaders
- _____ flange pullers
- _____ wrenches
- _____ hammers
- _____ electric hand drills
- _____ chisels
- _____ cutter-reamer-threader
- _____ Other tools (please list)

Painting

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

____ Perform surface preparations using solvents, acids and detergents in preparing surfaces of application of coatings.

____ Perform surface preparations using power and hand tools in preparing surfaces for the application of coatings.

____ Masks surfaces, where required, using liquid, paper, and/or fabric tape.

____ Apply paint using brush or spray gun.

____ Apply paint in a manner to prevent running, adding thinner when necessary to maintain desired consistency.

____ Removes scaffolds, wipes paint which has been splattered, and cleans brushes and sprays after completion of work.

Prepare various coating materials (Check all that apply)

____ Blending

____ Matching

____ Mixing in various agents and retardants to get the proper color, texture, consistency, and drying state.

____ Tinting

____ Toning

Electrical

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

____ Tighten loose connections and fittings

____ Solder loose wire leads to contact points

____ Measure, cut and bend wire and conduit

____ Replace defective switches, relays, and wall outlets

____ Test circuits to assure proper operation

____ Troubleshoot

Check the following tools you have used.

____ Ammeters

____ Cable pullers

____ Cathodic protection test sets

- ___ Circuit breaker tests
- ___ Conduit benders
- ___ Drills
- ___ Meggers
- ___ Multimeters
- ___ Soldering irons
- ___ Screwdrivers
- ___ Strippers
- ___ Test lamps
- ___ Voltage testers
- ___ Watt meters
- ___ Wire cutters
- ___ Other tools (please list)

Plastering

For each task choose one number that describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

- ___ Plastered and patched walls and ceilings
- ___ Mixed plastering materials
- ___ Constructed moldings or cornices
- ___ Applied base or scratch coat
- ___ Mixed colored stucco

Check the following tools you have used

- ___ trowels
- ___ screeds
- ___ daby
- ___ plasterer's hawk
- ___ straight edges
- ___ wooden skewers

3. Technical Practices (theoretical, precise, artistic).

1. Give examples of work situations which required you to invent new methods to complete a job that could not be completed using traditional methods.

2. Give examples of work you have performed that required knowledge and experience in new and up-to-date trade practices.

3. Describe a situation in which you were required to detect and solve an unusual problem.

4. Does your supervisor plan your basic work?

_____ frequently _____ occasionally _____ seldom _____ never

4. Ability to interpret instructions, specifications, etc., (Includes blueprint reading).

Place an "X" next to the statements that describe your ability to follow instructions without confusion.

_____ Oral directions from supervisor

_____ Oral directions from co-workers

_____ Written instructions

_____ Work Orders

_____ Requests or complaints from staff

_____ Manufacturers guides

_____ Technical Manuals

_____ Standard Operating Procedures

_____ Drawings, blueprints showing a single view with few dimensions

_____ Drawings, blueprints showing two or three views and all dimensions

_____ Drawings, blueprints showing three views with repetitious dimensions omitted.

Place an "X" next to the level of your ability in drawings, plans or blueprint reading.

_____ Following drawing with instructions

_____ Independently preparing working drawings

_____ Independently interpreting drawings

_____ Explaining drawings to other workers

5. Ability to use and maintain tools and equipment.

A. Describe the carpentry tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

B. Describe the pipefitting tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

C. Describe the plumbing tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

D. Describe the painting tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

E. Describe the electrical tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

F. Describe the plastering tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

Check the applicable statement.

_____ Uses and maintains common tools and equipment on own judgment and initiative.

_____ Uses common tools and equipment under close supervision.

6. Knowledge of materials.

For each type of material in the following groups, choose the number that best describes your experience and/or training and put that number in the appropriate blank.

1. Have not used
2. Use materials for the job when chosen by others.
3. Independently selects the proper materials for a job.
4. As necessary, independently makes substitutions of materials.
5. Serves as technical expert to others on the use of materials.

Carpentry

____ Lumber
____ Plywood
____ Paneling
____ Wood composite materials
____ Sheet rock

Plumbing

____ Caulk
____ Elbows
____ Reduction couplings
____ Tile pipe
____ Traps

Pipefitting

____ Relief valves
____ Check valves
____ Expansion Joints
____ Pumps
____ Gauges
____ Pressure Regulators

Electrical

____ Controls
____ Fixtures
____ Outlets
____ Relays
____ Wiring

Painting

____ Bonding agents
____ Enamel

- ☐ Epoxy resin
- ☐ Lacquer
- ☐ Pre-coating materials
- ☐ Shellac
- ☐ Stain
- ☐ Varnish

Plastering

- ___ base coat gypsum
- ___ lime plaster
- ___ concrete bonding plaster
- ___ finishing plaster
- ___ stucco

Do you have a valid, State Commercial Driver's License (Class B or higher)?

Yes	No
If you answered yes, please attach a copy	

I certify that to the best of my knowledge, all of the above information is true, correct, complete and made in good faith.

Signature of Applicant and the date

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veteran's preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.